

# Holden R-III School District



## *Coach/Sponsor* *Handbook*

***2023-2024***

***COMMITMENT***

## **PHILOSOPHY**

It is our belief that the ultimate purpose of extracurricular activities is to provide a maximum number of students an opportunity to grow as young adults, within the structure and framework of organized and disciplined programs. Extracurricular activities are an integral part of the educational process. Extracurricular activities offer a positive and meaningful experience that will enhance the growth and development of all young men and women who participate. Holden R-III school district is committed to the belief that participation in interscholastic activities is a PRIVILEGE, not a right.

It is our philosophy to take the best student-athletes and represent the Holden R-III school district to the highest degree. Winning contests is a by-product of commitment, fundamental skills, preparation, training, and strength of character. We will strive to win by developing those traits.

### **PREPARATION FOR SPORT & STRENGTH TRAINING**

We believe there is a strong correlation between the quality of the strength & conditioning program and the success of any team. We are committed to allocating resources to strength-training programs. All teams can be positively affected by improvements in strength, speed, and agility.

Preparation for sport is comprised of two distinct conditioning aspects: training and practice. Training refers to the process of enhancing the physical and mental condition of the athlete; practice refers to the process of perfecting the technical skills demanded by the particular sport. Both are equally important. Utilizing strength endurance, traditional strength and explosive-power strength are all crucial training modalities that effectively create the best-prepared high school athletes.

### **SUMMER & OFF-SEASON TRAINING**

We believe that the “summer” & “off-season” sessions of strength training are crucial for programs to be competitive in sports demanding strength, speed, agility, and conditioning. These sessions are an ideal time to work in aggressive, yet smart, off-season volume and progression.

## **SPORTSMANSHIP**

We have high expectations of how coaches, athletes, fans, and parents act at events and activities. Each school is responsible for how everyone acts at home and away contests. Any player, coach, student, fan ejected from a contest shall at a minimum be prohibited from playing/attending/coaching the next contest at the same level. Coaches should inform the activities director of any ejection or flagrant foul ASAP.

### **HEAD COACH RESPONSIBILITIES**

- Provide ongoing instruction for athletes and coaches to assist in the improvement of the program.

- Have a passion to build a program of high expectations & excellence along with a vision and plan of how to get there.
- The head coach will be in charge of all aspects of the team.
  - Delegate responsibilities to the assistant coaches and evaluate their performance of those tasks.
  - Assign discipline where necessary and hold athletes to a high standard of character.
  - Make decisions on playing time.
  - Communicate with parents and media regularly.
- All head coaches will submit to the AD a copy of their expectations & goals for themselves, assistant coaches, and their athletes.
- Be organized and keep accurate records.
  - Practice plans/game plans should be prepared ahead of time and discussed with assistant coaches.
  - **Ensure that all athletes have fulfilled all necessary MSHSAA and Holden School District expectations before any practice. (Physical, Insurance, Drug Testing)**
  - **Send out release lists at least 48 hours in advance.**
  - Responsible for the care of all equipment/facilities for the sport.
  - Stats/records should be kept accurately and up to date.
  - **End of Season Records need to be submitted to the AD at the conclusion of the season.**
- The head coach will communicate regularly with the AD throughout the season.
- Set up and prepare for all home contests/events as well as assist in cleaning up.
- Supervision: It is ALL COACHES responsibility to ensure that all athletes are supervised at all times.
- Locker rooms should be kept clean, and doors must remain locked when not occupied.
- Cooperate with other head coaches to help further Holden's athletic programs.
- Coaches will update and maintain their MSHSAA Schedule.
- **Head Coaches should set up a time to get yearbook quality pictures taken. They must get this done in a timely manner and submit a digital picture to the AD. All MS pictures are taken care of in house and most activities will get their picture taken by the yearbook sponsor.**

### ASSISTANT COACH RESPONSIBILITIES

- Respect the authority and decisions of the head coach.
- Assist the head coach in their responsibilities and competently complete all duties assigned to them.

- Attend all practices, games, & team functions.
- Maintain a positive attitude, teach the fundamentals and assist the head coach in game and practice preparation.
- Supervision: It is ALL COACHES responsibility to ensure that all athletes are supervised at all times.
- Provide assistance to the head coach in their pursuit of building a program of high expectations & excellence at all levels.
- MS Coaches will report to the Head High School Coach of the program
- **All Assistant Coaches (anyone who works with kids) must be Board approved and are subject to meeting other criteria.**

### BUDGETS

District Contribution accounts are used for the operation (supplies & equipment) of an activity. The activities director will approve the budget amount. The head coach/sponsor will make request to the activities director. The district contribution account will not fund t-shirts, food, lodging, coach apparel, or professional development material. Uniforms may only be ordered on your rotation year.

Student Activity Fundraiser Accounts contain funds from activity fundraising. These funds may be used to purchase necessary equipment, shirts, activity expenses, overnight lodging, etc. The head coach/sponsor will make request to the Activities Director.

### PROFESSIONAL CONFERENCES

**Coaches are encouraged to attend professional conferences to learn from other coaches in their respective sport/activity. Coaches can use District money to cover the cost of one coach to attend these conferences. They would need to use fundraised money (SA Account or Booster Clubs) to cover other coaches. Coaches are also encouraged to be a part of their state associations which usually coincide with these conferences. This is also how many post-season awards are awarded and this will allow students to receive Academic All-State.**

### STATE COMPETITION

**The school will cover costs of State competition for all MSHSAA events for all students who qualify plus up to 2 students managers or extra helpers.**

### HALL OF FAME

**Coaches should coordinate getting printed pictures from each athlete to go up in the hall of fame.**

### **PURCHASING PROCEDURE**

When purchasing items through a district contribution account or a student activity fundraiser account, purchase orders must be filled out and approved by the Activities Director before ordering. Any bills submitted without prior approval may not be reimbursed or paid. **All P.O.'s should be submitted directly to the Activities Director.**

### **BOOSTER CLUBS/FUNDRAISING**

MSHSAA recognizes all booster clubs as a subgroup of the school district. Booster organizations are expected to follow Board of Education and MSHSAA policies. All head coaches are responsible for informing and educating their booster organizations of all Board of Education policies and MSHSAA policies. Booster clubs are designed to help raise money for items above and beyond what the school district can supply. A fundraising calendar within the activities director's office will be utilized to schedule all fundraisers through school and booster organizations. All booster club fundraisers must still be approved through the activities director's office. All fundraisers should be run for a general purpose, not a specific item, i.e., uniforms, equipment, etc. Coaches should be present and are responsible for all persons in attendance at booster club meetings. It is the coach's responsibility to make sure funds and records are kept accurately and there should be receipts for all money spent. **Everyone must follow the current Fundraising Guidelines.**

### **EQUIPMENT CONTROL**

Coaches are responsible for the issuance, collection, and storage of equipment checked out to each athlete and activity. A copy of inventory will be turned in to the Activities Director during the head coach's evaluation. Equipment room must be kept orderly.

### **CONCESSIONS**

The concession stands are organized & maintained by the Assistant Principal for all school events. The Assistant Principal may approve permission for individual teams or booster clubs to run a school event concession at the Assistant Principal's discretion.

### **ACTIVITY TRAVEL**

Coaches are responsible for submitting bus requests to the Activities Director for approval before the start of a new season. If a coach/sponsor is going to transport students in a personal vehicle, we must have written approval from the student's parent/guardian. The coach must provide a copy of their license and insurance card to

the activities director prior to transporting students. All participants must ride to school activities on school transportation.

On away trips, we can drop off at 3 places other than the school on the route home.

- Commuter lot @ Elm
- Pittsville church
- Crest Ridge High School

The coach/sponsor on the bus is in charge of handling this procedure, not the bus driver. The coach/sponsor should request that the driver make a stop to allow students to be dropped off. The coach/sponsor should get off the bus to have the parent sign the student out, just as they would sign them out after the game/activity.

### SCHEDULING

The activities director is responsible for the development of activity schedules. Coaches may offer suggestions and input to the Activities Director. The activities director will work in conjunction with the head coach/sponsor of each activity to schedule practice times and use of facilities. Copies of practices schedules should be on file in the activities director's office. No practices should be scheduled during scheduled faculty meetings. Activities that are in season will have priority. Coaches/sponsors should notify the activities director of any practice changes.

### TRYOUTS & CUT POLICY

When selecting your team, there may be a time when, unfortunately, cuts may have to be made. This will need to be cleared with the Activities Director. **We should avoid cutting at Middle School levels.** If it is necessary to make cuts, proper reasons will need to be made to the administration before doing so and cleared. We want students involved.

### GAME ROSTERS

Coaches/sponsors are responsible for submitting a roster that includes a **correctly spelled name**, jersey number, grade level, position, etc. when the season begins.

### PREGAME

It is the head coach's responsibility to approve any pregame music before using it at a contest (must be school appropriate). If the pep band is scheduled to play, they will have priority to play during the pregame warm up.

## MEDIA/SCORE REPORTING

Coaches are responsible for releasing game results on the MSHSAA and to the Activities Director & media. Coaches should utilize media in a way that will positively impact students, programs, and school district.

## BANQUETS

Each sport will have their own banquet at the end of their season. These must be scheduled through the Activities Director.

## FACILITY USE

Coaches are responsible for providing safe playing facilities. Preparation/marking of fields is the responsibility of the head coach to work out with the maintenance department & activities director. All lights must be turned off and all doors must be locked at the end of all practices and games. Coaches are responsible for working with the maintenance staff for game/practice set up and break down. **There should never be an exterior school door propped open without prior approval.**

Any outside organization that wishes to use the facilities must have prior approval from the activities director's office and central office. A facility use fee may be charged to any outside organization for the use of any school facilities. All necessary online requests must be in place prior to use. Do not bring outside organizations in on your own without being approved.

All outside organizations using the facilities outside of normal school hours will be responsible for cleaning and securing the facility. Organizations may choose to pay a fee for the use of a district custodian.

## REQUIREMENTS TO PARTICIPATE

**Holden R-III School District requires that all participants must have a physical that is good for no more than 2 years.** Students may not participate if they have not completed all online signoffs including, but not limited to the drug testing form and general enrollment.

## INCLEMENT WEATHER

If school is dismissed early because of weather there will be no activities that evening, including no practices. If school is not in session because of inclement weather, then there will be no activities or practices on that date unless the activities director and superintendent make an exception. In the event that an exception is made by the

activities director and superintendent, attendance will be NON-MANDATORY by students and NO pressure or penalties are to be assessed to students.

Heat – If a heat index between 95 and 105 degrees is stated, plans should be implemented to alter practiced conditions (longer water breaks, more shade, move to later in the day). If heat index over 105 is stated, plans to postpone or reschedule practice should be put in place.

### **ATTENDANCE**

**No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day, except in cases of medical/dental appointments, family emergencies or prior approval by the administration. They must check in before 8:30. This does not include a tardy. This rule also applies for the day prior to an event scheduled on a weekend. Furthermore, the student may not be certified eligible to participate on any subsequent date until the student attends a full day of classes. It is important to be in attendance the full day following an event. Do not use activities as an excuse to miss school. Kristie Daniels will send out a list by 3:00 daily. Coaches must check the list to ensure students are eligible to participate each day.**

### **STUDENT ELIGIBILITY STANDARDS**

Coaches/sponsors are to be aware of participants' eligibility status. Coaches/sponsors should check grades frequently. Students, who are not eligible to participate, will no longer be allowed to travel with the teams to an away event. Eligibility rosters should be submitted ASAP to the AD that includes name and if they are a transfer or new student.

### **PARENT MEETINGS**

Coaches are required to have a parent meeting prior to the first contest of each season. The meeting should include handbook education and policy information including activities handbook review. Provide a copy to the activities director of handouts provided at meetings. Be sure to cover MSHSAA – 2.2.5 – **(Students must self-report)** and both the School and MSHSAA eligibility requirements.

### **ATHLETIC TRAINING**

Coaches are responsible for maintaining their medicine kit and requesting refill supplies to the activities director. Coaches should work with the trainer as a resource. In the event of an emergency call the trainer to evaluate the injury. Coaches need to ensure that the trainer is treated as a teacher during all interactions. Do not send athletes to



get items from the training room. ONLY COACHES can take items out of the training room, such as tape.

### **MSHSAA MANDATES**

Coaches/sponsors are responsible for keeping up to date with all MSHSAA coaching requirements and activity mandates. The activities director will provide first aid/CPR training dates. AD will contact these individuals.

### **SPORT SPECIFIC POLICIES/PROCEDURES**

Coaches are responsible for getting all policies/procedures approved by the administration. A copy should be on file in the activities director's office.

### **SUPERVISION**

No students may be in any area of the facility (weight room, locker room, fields, etc.) unsupervised. NO EXCEPTIONS! Coaches may not leave until all of your students have left. Coaches will be held accountable for any situation that involves negligence of supervision of students.

### **COMMUNICATION**

**ParentSquare is the sole communication method for coaches. Make sure that the Activities Director can be included in your communication.**

Social Networking Sites- If you have a social networking site it should be appropriate. You should not be friends with students on social networking sites.

Holden High School coaches/sponsors shall refrain from posting photographs on any of the social websites that would include behavior unbecoming and in violation of the expectations of a coach/sponsor. Holden coaches/sponsors represent Holden High School in the community and use of these websites should be done in a manner that represents Holden High School in the highest standards.

### **SUMMER ACTIVITIES**

All summer activities on or away from campus must be scheduled through the activity director's office before the end of the school year. All bus requests need to be made in advance. Coaches will be responsible for all transportation costs during the summer. Coaches should promote summer camps at lower levels and to the public. A facility use

fee may be charged to any outside organization for the use of any school facilities. If a district custodian is needed outside of normal working hours, then a fee may be charged to the organization.

### **DEAD PERIOD**

Coaches and athletes are not allowed to use any school facility during the dead period. Coaches should not have any contact with students during this time. No summer specialized sport camp involving a fall season sport shall be attended during the dead period.

### **COACHING/SPONSOR EVALUATIONS**

All coaches/sponsors will be evaluated in order to meet the expectations of the Holden R-III School District. The purpose of the evaluation process is to identify areas in which the coach/sponsor is meeting expectations and those areas where growth is desired. The activities director will evaluate head coaches/sponsors. Assistant coaches will be evaluated by the head coach and submitted to the Activities Director along with an end of season report and inventory.

### **PARENT COMMUNICATION (from Activities Handbook)**

Both parenting and coaching can be difficult, challenging and ultimately rewarding experiences. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your child becomes involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team or activity.

When your child becomes involved in the Holden R-III School District's programs they will experience some of the most challenging and rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way your child wishes. At these times, the expectation is that the student participant will initiate a discussion with the coach about their concerns. We believe this approach is both the most likely way to a positive resolution, and valuable learning experience for the student participant. The coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested.

#### ***Reminders for Parents***

- Follow the communication chain: student to coach, parent to coach, parent to AD, etc.
- Parents are not allowed in a locker room, dugout, bench, sideline, etc. before, during or after contests.

- If a problem arises, parents should contact the head coach no sooner than 24 hours after the contest or practice.
- Do not discuss issues with assistant coaches unless your concern is with that coach specifically.

***Appropriate Concerns to Discuss with Coaches***

- The treatment of your child, both mentally and physically.
- Ways to help your child improve.
- Concerns about your child’s progress, behavior, and grades.

***Issues Not Appropriate to Discuss with Coaches***

- Playing time
- Team strategy
- Play calling
- Other student-athletes

***Steps to Follow if a Concern Arises***

- Discuss issue with your son/daughter.
- Encourage your son/daughter to discuss the issue with their coach.
- Do not confront a coach before practice, after practice, and/or a contest. Wait 24 hours after an event to contact a coach about a concern.
- Set up an appointment with the coach by calling the school office.
- If a resolution isn’t reached, schedule a conference with the AD.

**CHAIN OF COMMAND**

Coaches/sponsors should follow the following chain of command:

- 1) Activities Director
- 2) Building Principal

Students/parents should follow the following chain of command:

- 1) Coach/Sponsor
- 2) Activities Director
- 3) Building Principal

**CONTACT INFORMATION**

Spencer Gudde, Activities Director	816-345-9239
Grant Guevel, Principal	816-729-5441
Grant Guevel, Assistant Principal	816-729-5441
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<b>????, Transportation Director</b>	<b>????</b>

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# HOLDEN R-III

## *Character Traits*

### August

*Cooperation*—Working together toward a common goal

### September

*Respect*—Treating others the way you want to be treated

### October

*Responsibility*—Taking ownership of what you say and do

### November

*Citizenship*—Being a responsible member of a community

### December

*Gratitude*—Being thankful

### January

*Optimism*—Finding the positive in any situation

### February

*Compassion*—Caring how others think and feel

### March

*Perseverance*—Never giving up

### April

*Integrity*—Always doing the right thing

### May

*Courage*—Holding to your beliefs and opinions even when it is difficult

**I have read and understand the Coach/Sponsor Handbook for 2023-2024.**

**COACH/SPONSOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_